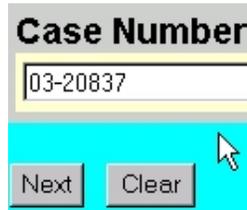


Notice of Abandonment

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.

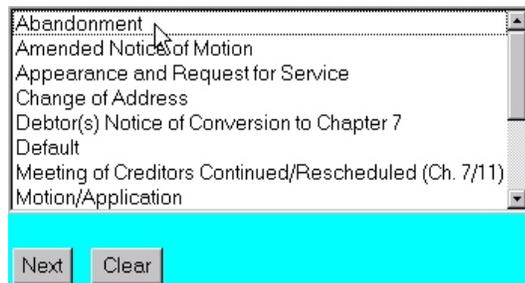


STEP 2 The **Case Number** screen displays.



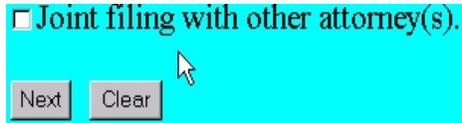
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



- ◆ Scroll through the options and highlight **Abandonment**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.



- ◆ If the party’s name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party’s name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as ‘*A West Virginia Corporation*’ in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person’s role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen with your party highlighted displays.

- ◆ Click on the **Next** button.

STEP 11 Check the box to make an associate as the attorney for the party selected if appropriate.

- ◆ Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 13 The **What, Objection Due Date and With Certificate of Service** screen displays.

- ◆ **What?:** Enter a short description of the property being abandoned.
- ◆ **Objection Due Date?:** Calculate and enter the date in which the 15-day objection time will run.
- ◆ Enter a lowercase ‘y’ in the text box if the notice contains a **Certificate of Service** or a lowercase ‘n’ if no certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 14 The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 15 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Trustee's Notice of Intent to Abandon 2004 Chrysler Sebring filed by Creditor GMAC with Certificate of Service. Objections Due: June 14, 2004. ((Name of Attorney),)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 16 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 5/28/2004 at 3:58 PM EDT and filed on 5/28/2004

Case Name: John Doe Smith and Lisa Smith

Case Number: [2:03-bk-20837](#)

Document Number: 2

Docket Text:
Trustee's Notice of Intent to Abandon 2004 Chrysler Sebring filed by Creditor GMAC with Certificate of Service. Objections Due: June 14, 2004. ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Notice.pdf

Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/28/2004] [FileNumber=13617-0] [3ba86017ec638cc3ad1a7868d1afc8902d1262fd795b1f4b805182b01f7174082e34e7e1b37c6e4754ab947f7e0a05ea7e6d30558686c2d0da1a1780a4926fee]]